

NorthSide Baptist Academy



NORTHSIDE BAPTIST ACADEMY

Elementary Handbook

K4 – 4th Grade

2022-2023

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LETTER FROM THE SCHOOL ADMINISTRATOR

Dear Parents and Students,

The NSBA Elementary Handbook has been written to explain NorthSide Baptist Academy's daily policies and procedures. Please take the time to read it thoroughly since the enclosed information is vital to your child's progress and conduct.

If you have any questions while reading this handbook, please call the school office at 254-690-6722 ext. 2 or use this link <https://bit.ly/nsbaparent> to schedule a meeting with the school administration. If, at any time during the school year, you feel a conference or clarification is needed on a matter, please do not hesitate to use the methods posted above to set up a meeting with the administration.

The administration and staff at NSBA take our responsibility as partners with you seriously. We realize that God has placed us in a position to come alongside you in the shaping of your child's attitudes, priorities, and in the molding of his mind to that of the Lord. Your concern and cooperation with NSBA will directly determine the results of the various aspects of your child's education, discipline, and spiritual training.

We appreciate your confidence in us, and we look forward to the opportunity of working with you.

In Christ,

Joel Veteto
School Administrator

1. SCHOOL INFORMATION

Bro. Adam Garber.....	Pastor
Bro. Joel Veteto.....	School Administrator
School Mascot.....	Navigators
School Colors.....	Royal Blue and Green
School Address	1800 W. Highway 190 Nolanville, TX 76559
School Telephone.....	254-690-6722
School Email.....	info@northsidebaptistacademy.org
School Website	www.northsidebaptistacademy.org

2. STATEMENT OF FAITH AND PHILOSOPHY

NorthSide Baptist Academy, as a ministry of NorthSide Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

- **The Scriptures**
We believe the Holy Scriptures of the Old and New Testaments to be the Bible, “as it is in truth, the Word of God...” (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God’s preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6-8). We believe that the Scriptures are inerrant, infallible, and God-breathed.

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we use; the Authorized King James Version of the Bible is the English version we use in the English-speaking world. The Bible is our sole and final authority for faith and practice.

- **The Godhead**
We believe in one Triune God, eternally existing in three persons—Father, Son, and Holy Spirit, co-eternal in being, identical in nature, equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians

13:14). We believe that God created the entire universe in six literal, twenty-four hour days (Genesis 1:1-27).

- The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4-5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ was raised bodily and that He ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I John 2:1-2).

- The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the Person who reproves the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, indwelling all believers and sealing them unto the day of redemption (John 16:8-11; II Corinthians 3:6; Romans 8:9; Ephesians 1:13-14). We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayer of believers for physical healing. (II Corinthians 12:12; I Corinthians 13:8; Hebrews 2:3-4; Mark 16:17-20; I Corinthians 1:22, 14:21-22).

- Satan

We believe in the reality of the person of Satan and that he and the fallen angels wage a spiritual warfare against the plan and purposes of God (John 13:2; Acts 5:3; Ephesians 6:11-12). We believe that Satan is a created angelic being who rebelled and who tempted man to join him in rebellion against God (Isaiah 14:12-17; Ezekiel 28:11-19; Genesis 3:1-5). We believe his power is supernatural, yet limited, and that he cannot act without the permission of God (Job 1:6-12; I John 4:4). Satan's eternal end is everlasting torment in the Lake of Fire (Revelation 20:10).

- Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God. Therefore man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12).

The sacredness of human personality is evident in that God created man in His own image and is mindful of him, and in that Christ died for man; therefore every individual possesses dignity and is worthy of respect and Christian love (Psalm 8:4-9; Colossians 3:9-11).

We believe that the only marriage recognized by Scripture is the joining of one man and one woman (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23). We believe that God expressly forbids intimate sexual activity outside a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are perversions of God's intended purposes and are therefore sin. We believe that God forbids any attempt to alter one's God-given gender identity by any means, including surgery or appearance (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4).

- **The Way of Salvation**

We believe that the clear message of salvation is "repentance toward God and faith toward our Lord Jesus Christ" (Acts 20:21). We believe that salvation is "by grace" plus nothing minus nothing. We believe that Jesus Christ died for every man, and that each individual chooses to accept or reject the grace of God (Hebrews 2:9; I John 2:2). We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Ephesians 2:8-10; John 1:12; I Peter 1:18-19).

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. We believe that eternal life is the present possession of every believer (John 6:37-40, 10:27-30; Romans 8:1, 38-39; I Corinthians 1:4-8; I Peter 1:4-5; Jude 1, 2).

- **The Church**

We believe that the New Testament church is a local assembly of baptized believers who have voluntarily joined themselves together to carry out the Great Commission. The Lord is doing His work in this world through local churches. The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church; the church should be free of any external authority or control. Christ is the only Head of the church (Acts 13:1-4, 15:19-31, 20:28; Romans 16:1, 4; I Corinthians 3:9,16; 5:4-7,13; I Peter 5:1-4).

We recognize the ordinances of the Lord's Supper and baptism by immersion in water as a Scriptural means of testimony for local churches in this age (Matthew. 28:19-20; Acts 2:41-42, 18:18; I Corinthians 11:23-26).

- **Biblical Separation**
We believe that all the saved should live in such a manner as to not bring reproach upon their Savior and Lord, and that separation from all religious apostasy, all worldly and sinful pleasures, practices, and associations is commanded of God (II Timothy 3:1-5; Romans 12:1, 2, 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-7:1).
- **The Return of Christ**
We believe the “Blessed Hope” of our Lord’s return is literal, personal, visible, imminent, premillennial, and pretribulational. Believers will be caught up to be with the Lord prior to the seven years of tribulation, and at the end of the tribulation Christ will return with His saints to establish His thousand-year reign on the earth (I Thessalonians 4:13-18; Titus 2:13; I Thessalonians 1:10; Revelation 3:10; Zechariah 14:4-11; Revelation 19:11-16, 20:1-6; Psalm 89:3-4).
- **Our Eternal State**
We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body will be reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when, with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Luke 16:19-26; Matthew 25:41-46; II Thessalonians 1:7-9; Jude 6-7; Mark 9:43-48; Revelation 20:11-15).

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all we believe. We do believe, however, that the preceding Statement of Faith accurately represents the teachings of the Scripture.

Philosophy of Education

- **Our Philosophy Grows Out of Our Theology.**
The philosophy of education held by NorthSide Baptist Academy grows out of our theology. Believing in the one true and living God as revealed in the Scriptures and believing that redemption for fallen man has been provided through the death, burial, and resurrection of His Son, the Lord Jesus Christ, we, therefore, hold a philosophy of education which recognizes God as the Author of all truth, and which

centers on the Person of Jesus Christ. We reject any philosophy that does not recognize the existence and nature of God as taught in the Bible, and that does not recognize that the chief end of man is to know God through His Son and to glorify Him.

- **The Goal Is to Develop the Mind of Christ.**
We believe the goal of Christian education is to develop the mind of Jesus Christ in students. Knowing that Christ Himself is the Creator and that all things were created by Him and for Him, we hold that all truth finds its origin in the Person of Jesus Christ. In Him are all the treasures of wisdom and knowledge (Colossians 2:3).
- **God's Word Is the Cornerstone.**
We believe that God's Word, the Bible, must be central in all learning. As the divinely inspired, written revelation of God, the Bible is the cornerstone of Christian education. All knowledge and truth discovered in the processes of learning find bedrock in God's Word. The Bible is the unchanging, absolute truth by which we interpret and understand all truth.
- **Christ-centered Education Provides the Foundation for Life.**
We believe that a Christ-centered education provides the foundation for all of life. Christian education is not confined to a classroom but is committed to the development of the whole person—spiritually, intellectually, emotionally, socially, and physically. Therefore, all requirements and opportunities placed before students are viewed as a part of their education. Training both inside and outside the classroom helps them to grow in favor with God and in favor with man, and thus be prepared for life.
- **The Supernatural Work of God is Necessary.**
We believe that the supernatural work of the Spirit of God is necessary to Christian education. It is only by the Spirit of God that we are born into the family of God, and this regeneration is required if one is to develop the mind of Christ. It is also the work of the Spirit of God to illumine the minds of those who have been regenerated. The Spirit of God teaches us all truth and guides us into the understanding of truth. He also grants wisdom to apply truth to life, because truth is given to us not simply to be known, but to be lived (Joshua 1:8). Without the work of the Spirit of God, Christian education cannot take place; we will be ever learning, and never able to come unto the knowledge of the truth. Teachers and students alike must be ever aware of their need for the Lord and must pray for His enabling.

3. SCHOOL HISTORY AND PURPOSE

Since its establishment in 2014, NorthSide Baptist Academy has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purpose of NSBA is to provide a biblical education following the precepts set in God’s Word of adding to our faith virtue, and to virtue knowledge.

NorthSide Baptist Academy provides an individualized education environment that provides a safe and effective program of study to allow all students the opportunity to achieve their full Christian potential, both in spiritual and secular professions and careers.

We believe the goal of Christian education is to develop the mind of Jesus Christ. Knowing that Christ Himself is the Creator, and that all things were created by Him and for Him, we hold that all truth finds its origin in the Person of Jesus Christ. In Him are all the treasures of wisdom and knowledge (Colossians 2:3).

Therefore, NorthSide Baptist Academy strives to fulfill the following goals:

1. To develop the mind of Christ in each student.
2. To come alongside families to assist them in their responsibility to provide an education for their children.
3. To provide a safe environment that is conducive to student learning.
4. To employ dedicated and skilled faculty who provide both academic and spiritual guidance to the students.
5. To prepare students for life through academic instruction from a biblical worldview.

4. ACHIEVEMENT TEST

Iowa Testing

- ◆ Most are familiar with S.T.A.R. testing, but the Iowa testing is geared toward our educational goals.
- ◆ Iowa testing is an informational test that allows NSBA to assess a student’s progress. This test does not determine a student’s promotional status.

5. ADMISSIONS PROCEDURES

The administration of the Academy reserves the right to establish and maintain standards for student conduct, dress, and academics. Students are expected to make acceptable progress both spiritually and academically, abide by the school rules and guidelines, and conduct themselves in a manner consistent with the policies and practices as established by the administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

To be accepted as a student in NorthSide Baptist Academy, potential students must:

1. Step 1
 - a. Complete the application online at www.northsidebaptistacademy.org
 - b. Submit most recent report cards for those entering 1st – 12th grade
 - c. Referrals
 - i. Teacher Referral – For students entering 1st – 12th grade
 - ii. Pastor Referral – For students entering 5th – 12th grade
 - d. Pay the application Fee - \$25 per student
2. Step 2 – Interview
3. Step 3 – Complete grade assessment
4. Step 4 – Pay registration fee, curriculum fee, and submit acceptance paperwork
5. Step 5 – Attend Open House and Orientation Day

NorthSide Baptist Academy admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, and national or ethnic origin in administration of its education, admissions policies, and other school-administered programs. As a private, Christian institution, admission to NorthSide Baptist Academy is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student and his family are fully supportive of the goals of the Academy.

6. AFFILIATIONS

NorthSide Baptist Academy is a member of the Mid-South American Associates of Christian Schools. We are not currently accredited by any organization.

7. ARRIVAL AND DISMISSAL

We strive to make the drop and pick-up process as safe as possible. To this end, we have two drop-off and pick-up lines. As one enters the property, they will be directed to drive up the left side of the driveway, make a U-turn at the end of the building, and chose one of

the two lines available. The inside (left) line is for families with one or more students in a child car restraint. The outside (right) line is for families with no students in a child car restraint. Please watch for and follow all directions given by traffic controllers.

Two teachers will be at the school doors before and after school to help students to and from the car safely. Unless you are coming in for an appointment, please do not park and go into the building.

8. ATHLETICS

NSBA provides opportunities for students to participate in four sports: flag football (boys only), soccer, basketball, volleyball (girls only).

Information concerning each sport will be sent home at an appropriate time. Sports fees cover the cost of uniforms and participation. Students are to wear the school-provided and approved sports uniforms for all practices and games.

Beginning 2020-2021, 9th – 12th Grade students who participate in sports will receive a .25 credit per sport for each year that they participate towards their Physical Education credit.

Eligibility Requirements:

1. Students must maintain at least a “C” in all classes to participate in sports
2. Eligibility reviews will happen every 3 weeks to determine a student’s eligibility for sports
3. Probation
 - a. Students with a “D” will be put on probation for the next three weeks in which their grades will be closely monitored.
 - b. During probation students may participate in sports
 - c. If a student does not bring their grade up to a “C” during the initial probation period, they will become academically ineligible to play the next three weeks.
4. Ineligible to Play
 - a. Students who have an “F” will be immediately ineligible to play sports for the next three-week period.
 - b. If a student raises their grades during their ineligible period to a “D” they will be put on probation status
 - c. If a student does not raise their grade above the “F” during their initial ineligible period, they will become permanently ineligible for the remainder of the sport season
 - d. Students who are ineligible to play will still practice with the team, and will sit on the bench during games.

9. ATTENDANCE AND TARDY POLICIES

The school day begins promptly at 8:00 A.M. In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or tardies will be granted for the following reasons:

- Doctor or dental appointment (appointments should be made after school hours when possible); doctor's note should be received
- Funeral
- Local disaster
- Personal illness or emergency (with doctor's note)

Tardy

Parents of elementary students arriving after 8:15 a.m. must sign their children in at the Academy office. Students arriving after 8:00 a.m. but before 9:00 a.m. (or missing up to one hour within the day) will be considered tardy. The accumulation of three tardies in a semester will result in a charged absence as related to perfect attendance.

Absence

Students arriving after 9:00 a.m. (or missing more than one hour of the school day) will be considered absent. Absences are recorded by full days. Students with an excused absence will be allowed to make up missed work, for full credit, within a reasonable amount of time as determined by the teacher. Requests for excused absences must be received in the Academy office no later than the day following the absence. Students charged with an unexcused absence must complete missed assignments and may receive, at the discretion of the administration, full or partial credit for work completed. Advanced notice should be given regarding any planned extended absences. An accumulation of forty or more absences during the year will jeopardize a student's promotion to the next grade. Exceptions may be made in the case of an extended illness.

10. BOOK POLICY

All textbooks and workbooks are provided through the Academy. The curriculum fee covers all books. Books are the property of the student. Students are responsible for lost or damaged textbooks and will have to replace them at cost if lost or damaged beyond use.

11. CONDUCT AND DISCIPLINE POLICY

The desire of the administration and faculty of the Academy is to develop an atmosphere of discipline and appropriateness. The Bible clearly states, “*Train up a child in the way he should go...*” (Proverbs 22:6). Discipline is not primarily a punishment for wrong attitudes or actions. It is the biblical loving correction that leads to a change in thought and behavior. Discipline is administered to instill in students personal accountability to God for their attitudes and actions. Open communication between the teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher. If the situation warrants, the administration is willing to assist in any matter. Discipline may include one or more of the following:

- Scriptural counseling
- Parent-teacher conference
- Suspension or expulsion from school

Bullying/Intimidation/Harassment Policy

NorthSide Baptist Academy prohibits acts of harassment, intimidation, and bullying that take place on school property or at any school-sponsored function or on a school bus. Harassment, intimidation, or bullying means any written (on paper or on electronic devices), verbal, physical, or psychological act or gesture that:

- Is motivated by any actual or perceived characteristic such as race, color, national or ethnic origin, mental or physical disability, or another distinguishing characteristic.
- Is intended to have the effect of harming an individual or damaging an individual’s property.
- Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- May be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing behavior (e.g. bullying).

Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching, grabbing, or making sexual comments towards, another person.

The policy for this type of student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.

Students are always expected to treat their fellow students with dignity and respect on school property and during school programs and activities. Students are strongly encouraged to report acts of harassment to teachers or administrators immediately. The Academy will investigate any report of such behaviors and will take prompt and appropriate action to resolve the situation and prevent its continued occurrence.

The elementary will follow the “How I Act” disciplinary procedures. These tallies will be used in the classroom to encourage right behavior and appropriately punish wrong behavior. Teachers will have the authority to add or remove tallies depending on students’ behavior. Daily, students will bring home a tally sheet for review by parents. These tally sheets must be signed and returned to school the next day.

Students will miss 5 minutes of recess for each tally that they receive in each day. If a student receives 5 tallies in a single day or an intentional disobedience tally, they will be sent to the administrator’s office, a call will be made to the parents, and the student will miss the entire recess the next day.

Tally sheets will be recorded weekly in MySchoolWorx for recording purposes only.

Tallies options will be as follows:

H – Hullabaloo – unnecessary movements or playing with papers, pencils, noising, etc.

O – Out of Order – anything that the other rules do not include getting out of line, marking on desks, etc.

W – Work Not In – homework/class assignments not in on stated date and time; forgetting books, paper, pencil, etc.

I – Intentional Disobedience – refusal to obey a direct command by a teacher or other authority.

A – Attitude Lacking – facial expression, uncooperative attitude, slamming doors, overall bad attitude towards authority, etc.

C – Courtesy Lacking – actions affecting staff, teachers, and peers, i.e. student passing between two people and not excusing himself

T – Talking – any talking without permission

12. UNIFORM POLICY

The biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but also to the matter of calling undue attention to oneself. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

While at school, student dress will be governed by NSBA's Uniform Policy. Students are to be neatly and appropriately dressed for all NSBA sponsored activities. Students are not allowed to attend class without meeting NSBA's Uniform Policy standards. Students in violation of the Uniform Policy may be asked to report to the office to contact parents so the violation can be corrected. Consideration may be given by the administration in circumstances involving new students or difficulties in ordering required portions of the uniform.

NorthSide Baptist Academy uses Lands' End as the provider for student uniforms. School clothing must be purchased from NSBA's Lands' End website, and it must be worn and fit the student according to the design description on NSBA's Lands' End website.

NSBA's Lands' End – www.landsend.com. School Code: 900174848

*****Please label all clothing with student's name. NSBA is not responsible for clothing items that are lost. *****

- Boys
 - Clothing, excluding jeans, must be purchased from NSBA's Lands' End website.
 - Articles of clothing purchased from NSBA's Lands' End website must fit according to the design description.
 - Shirts
 - NSBA logo'd collared shirts are to be worn in the classroom.
 - NSBA logo'd T-shirts are permitted when directed by the administration.
 - Shirts must be and must remain tucked in at all times.
 - Undershirts are permitted to be worn but must not extend above the uniform shirt collar or beyond the uniform shirt sleeve. Undershirts must be the same color as the uniform shirt or white.
 - Pants
 - Elementary boys must wear BLUE jeans.
 - No skinny jeans. Jeans cannot have holes or be frayed, cannot be tight-fitting, or short in length.
 - **No other type of pant is allowed.**
 - Belts are required.

- Outer Wear
 - Sweaters, cardigans, vests, and blazers from NSBA's Lands' End website with the school logo may be worn in the classroom.
 - All other outerwear may only be worn outside. Puffer vests are considered outside wear only and may not be worn in the classroom.
- Neatness
 - Boys should strive for a sharp, conservative, and masculine look.
 - Clothing should be clean, pressed, free from stains, and not tattered or sloppy in appearance.
- Hair / Accessories
 - Boys must have neat, conventional haircuts. Any style that has the appearance of being unkempt is unacceptable.
 - Hair should not touch the collar or ears.
 - Hair should be tapered and not long.
 - Sideburns should not come lower than the bottom of the ear; bangs should not cover the eyebrows.
 - Boys are not to dye, tint or bleach their hair.
 - Boys cannot wear jewelry of any kind. A watch and one ring is acceptable.
- Shoes
 - Closed-toe tennis shoes must be worn to ensure safety.
 - Shoes must not have holes in them.
- Socks must be worn.
- **Please label all clothing with your student's name. NSBA is not responsible for clothing items that are lost.**
- Girls
 - Only clothing from NSBA's Lands' End website is considered school day attire.
 - Articles of clothing purchased from NSBA's Lands' End website must fit according to the design description.
 - Uniform skirts are available in every size for fittings in the Academy office. Please take advantage of this resource to ensure the appropriate size for your student before ordering. This will help you save money, time and frustration. NOTE: Skirts must fall below the knee as described on the Lands End website to be an approved uniform. If you would like to schedule a fitting, please use the following link: <http://bit.ly/3igOUby>
 - Shirts
 - NSBA logo'd collared shirts are to be worn in the classroom.
 - NSBA logo'd T-shirts are permitted when directed by the administration.
 - Shirts must be and must remain tucked in at all times.
 - Undershirts are permitted to be worn but must not extend above the uniform shirt collar or beyond the uniform shirt sleeve. Undershirts must be the same color as the uniform shirt or white.
 - Outer Wear

- Sweaters, cardigans, vests, and blazers from NSBA's Lands' End website with the school logo may be worn in the classroom.
 - All other outerwear may only be worn outside. Puffer vests are considered outside wear only and may not be worn in the classroom.
- Skirts
 - Skirts must be purchased from NSBA's Lands' End website.
 - Skirts must fit according to design description.
 - Skirts should come to the bottom of the knee in the front and the back.
 - Third grade and below must wear tights or shorts under skirts. Please make sure that the shorts cover the upper thigh and are tight to ensure modesty on the playground. (These are not provided on NSBA's Lands' End website.)
- Neatness
 - Girls should maintain a neat, clean, and feminine appearance.
 - Clothing should be pressed and not sloppy in appearance.
 - Clothing cannot be faded, stained, or have holes.
 - Clothing cannot be tight fitting. It must be modestly worn.
- Hair / Accessories
 - Girl's hair should be combed and neatly worn. Girls' hair should be pulled away or lay away from their face. Girls should have a feminine hairstyle (No clipper cuts, shaving, or masculine haircuts).
 - Elementary girls should not bleach, dye, or tint their hair.
 - Only headbands from the NSBA's Lands' End website are permitted.
 - Noticeable cosmetics and gaudy nail polish are not permitted.
 - Jewelry should be worn in moderation. Girls may wear one pair of earrings, and these should be worn in the earlobes. Ankle bracelets and chokers are not acceptable.
 - Ankle bracelets, toe rings, and chokers are not permitted.
- Socks or tights must be worn
 - Students must wear opaque tights or socks that are white, navy blue, black, or gray. No other colors are acceptable.
 - Tights and socks may not have a pattern or embossing.
 - Leggings are not permitted.
- Shoes
 - Tennis shoes must be worn for safety.
 - Shoes with holes (worn or designed) in them are not permitted. This helps to ensure safe play on the playground.
- **Please label all clothing with the student's name. NSBA is not responsible for clothing items that are lost.**

Dress Guidelines for School Functions and Activities

- Students must wear NSBA school uniforms, school-sanctioned athletic uniforms, or clothing from the navigatormerch.com website that follow NSBA uniform guidelines for all school functions and activities unless stated otherwise by the administration.

13. FINAL AWARDS

Honor Rolls

Extraordinary academic achievement on behalf of the students is honored at awards ceremonies scheduled at the conclusion of each school year. The following criteria must be met for a student to qualify for the Principal's Honor Roll or the Honor Roll.

To qualify for the Principal's Honor Roll, a student must have earned all A's for each grading period for each subject taken in the current academic year. To qualify for the Honor Roll, a student must have earned all A's or B's for each grading period for each subject taken in the current academic year.

Gold Club Awards

Students who go an entire week without receiving a tally will be golden ticket winners. Golden ticket winners will accumulate throughout the year for end-of-year awards. Golden ticket winners will receive a variety of awards throughout the year for appropriate behavior.

1. Gold Club – 1 to 4 Gold Tickets
2. Double Gold Club – 5 to 9 Gold Tickets
3. Bronze Club – 10 to 14 Gold Tickets
4. Silver Club – 15 to 19 Gold Tickets
5. Double Silver Club – 20 to 24 Gold Tickets
6. Platinum Club – 25 to 30 Gold Tickets
7. Double Platinum Club – 31 plus Gold Tickets

14. FINANCIAL INFORMATION

Tuition is paid in 10 monthly installments and is due on the 1st of the month, starting August 1st and concluding on May 1st. Tuition is considered late after the 10th of the month.

Pre-Kindergarten (K4)		
Class	Yearly Tuition	Monthly Tuition
3-Day Half Day (Tues-Thurs)	\$3,270	\$327.00
5-Day Half Day	\$3,800	\$380.00
5-Day Full Day	\$4,925	\$492.50

K5 – 4th Grade		
Class	Yearly Tuition	Monthly Tuition
K-5 Half Day	\$3,800	\$380.00
K-5 Full Day	\$4,925	\$492.50
1 st – 4th Grade	\$3,800	\$380.00

*Multi-child discounts are available:

2nd child = 10% discount

3rd child = 15% discount

4th child = 20% discount

5th child+ = 30% discount

- This discount does not apply to enrollment or book fees
- This discount does not apply to the K-3 Program two-day program

*Referral Credit – Families may receive a \$100 referral credit by referring families to NSBA. Referred families must pay the enrollment and the first three months of tuition before the credit will be applied to the referring families' accounts.

Tuition Payments

- Changes to tuition costs are made on a yearly basis as needed by the administration.
- Tuition payments are non-refundable.
- Invoices will be sent out five days prior to the month in which tuition is due. Payments may be online via credit card or bank transfer, by check or cash in the office, or by recurring ACH.
- Invoices can be viewed and paid on MySchoolWorx

- Tuition is due on the 1st of the month and is late after the 10th.

Fees

◆ Fundraiser Fee

- A \$300 per student per school year fundraiser fee helps to keep tuition fees low.
- This fee can be eliminated by participating in Fundraisers.
- This fee can be covered in multiple ways:
 - A one-time payment due by August 15th will eliminate fundraiser involvement and further fundraising invoices for the school year.
 - A \$30 monthly fundraiser fee will be added to your monthly tuition invoice.
 - Income from your student's participation in NSBA Fundraisers will be credited to his/her fundraiser fee up to \$300 per school year.

◆ Registration/Re-Enrollment Deposits are non-refundable.

- ◆ Fees relating to athletics, fine arts, and other extra-curricular activities will vary. Families of students involved in these activities will be notified as the fees occur. These fees will be collected as the students participate.

Late Admissions

- A new family enrolled after the first day of class will be responsible for paying the tuition on a pro-rated basis.

Past Due Tuition

- When a check is returned for non-payment, a \$30 fee will be assessed.
- Tuition payments are considered late by the close of business (5 p.m.) on the 10th of each month.
- A \$25 late fee will be added to any monthly tuition that is not paid by the close of business (5 p.m.) on the 10th of each month.
- A student's balance must be paid for final grades to be issued. If a student is dismissed or removed from NSBA during the school year all invoices must be paid in full to receive transcripts and final grades collected by NSBA.
- Students removed or dismissed from school during the school year other than for military orders are required to pay the next month's tuition payment.
- Families whose tuition payment becomes past due must make specific arrangements in writing with administration for their child(ren) to remain in class. All transcripts will be withheld until all accounts are paid in full.
- Outstanding balances from the prior year must be received in full by the end of June each year before re-enrollment will be considered.

15. GRADING SCALES

Score	Grade	GPA Points
99-100	A+	4.00
96 – 98	A	4.00
94 – 95	A-	3.67
91 – 93	B+	3.33
88 – 90	B	3.00
85 – 87	B-	2.67
82 – 84	C+	2.33
79 – 81	C	2.00
76 – 78	C-	1.67
74 – 75	D+	1.33
72 – 73	D	1.00
70 - 71	D-	0.67
Below 70	F	0.00
Excessive Absence	X	0.00

At the discretion of the administration, elementary students may not be eligible for promotion if they fail two core subjects (language, math, and reading), or if they fail one core subject and earn a “D” in the other two core subjects. Students who fail one core subject and earn a grade higher than a “D” in at least one of the other core subjects may be promoted but be required to receive Academy-approved tutoring in the failed subject. Tutoring must include a minimum of 12 hours of instructional time after which the student must pass a proficiency test in the subject for the appropriate grade level.

16. HANDBILLS OR SALES

No handbills or literature of any kind is to be passed out at school without approval from the administrator. There will be no sale of any items such as greeting cards, candy, etc. without the administrator’s approval.

17. INCLEMENT WEATHER

In most cases, NorthSide Baptist Academy will follow the practice of the Killeen Independent school system for weather-related and other emergency closings. Tune to local television, radio, and social media for announcements in such cases. We will send out notifications via text message and email.

18. HOME VISITS

Teacher's may visit their students' homes during the year. These visits are designed so the parents and students may meet the teacher in a more relaxed atmosphere; it also allows the parents and teacher to discuss how NSBA can best meet the needs of each student.

19. HOMEWORK

Homework assignments are designed to reinforce classroom instruction, to provide additional enrichment, or to allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education. To encourage faithful attendance to midweek church services, no homework or unfinished classwork will be assigned on Wednesdays to be due on Thursday.

20. LEAVING SCHOOL

The school day for K-5 begins at 8:00 A.M. and concludes at 3:00 P.M. (the half-day program concludes at 12:00 P.M.). The school day for grades 1-12 begins at 8:00 A.M. and concludes at 3:00 P.M. The Academy office is open Monday through Friday from 7:30 A.M. until 4:30 P.M.

Students who leave early for reasons other than the approved excused absence list or without at least 24-hour approval by administration will receive a tardy/absence based on the attendance policy.

Parents must sign in at the office and sign the student out before the student may leave. Please do not phone the request to leave early, please send a note as we must file it for our records.

NOTE: Please understand that unplanned early dismissals cause a disruption for the entire class. In most cases, the teacher must stop teaching to get that student ready to

leave. A note from home the day before or the morning of an early dismissal is imperative.

Supervised care is provided each morning beginning at 7:30 A.M. Students arriving at school before 7:50 A.M. must report to the Phillips Hall unless otherwise noted. Students are not to be in other areas of the campus without permission.

After school each day, supervised care is provided from 3:30–5:30 P.M. for a quarterly rate. Students remaining on campus after 3:30 P.M. will be taken to the designated area. Parents must sign out their students from after school care.

Childcare is provided when school is not in session except for certain holidays or bad weather days. In the event of a weather-related delayed opening, before-school care will not be available. In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives.

21. LIBRARY

While NSBA does not necessarily endorse all the contents of any book in the school library, the position of NSBA is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

It is also understood that to meet certain academic standards and to provide books of various fields of research and content, the library must, of necessity, have many books of different types. However, every book purchased for our library is screened to provide good, clean, wholesome reading for our young people.

The following rules for our library are necessary to preserve our present books and to aid the growth of the library:

- Students may check out two books at a time.
- The loan period on regular library books is two weeks.
- While a student owes overdue books to the library, he will not be permitted to check out more books.
- A damage fee will be charged to any student who damages any book. The price will vary, based on the extent of the damage and the cost of the book.
- The student must pay for any lost library book. The charge will be the replacement cost of the book.

22. HEALTH POLICY

Accidents

Injuries occurring on the campus or during an Academy-sponsored activity should be reported immediately to the Academy personnel responsible for supervision. Information requested by an insurance company may be obtained through the Academy office.

Forms

All students are required to comply with health department regulations regarding vaccinations and immunizations. All pertinent records must be on file in the Academy office by September 1 of the current year. Families who hold religious beliefs against vaccinations and immunizations must have a request on file to be exempt from these requirements.

Illness

Students who become ill during the school day will report to the Academy office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, parents must report to the office. All students must sign out before leaving the campus. To help protect the well-being of the student body, the Academy has in place a 24-hour policy regarding students having an elevated temperature or fever. Students must be free from fever for at least 24 hours without the aid of medication before being allowed to return to class. Students who miss three or more days of school due to illness must have a doctor's note to return to class.

Medication

The Academy office must be informed of any significant and/or long-term medications taken by a student. No medications (including aspirin, vitamins, etc.) are to be kept on a student's person or in his locker. If it is necessary for a student to take medication during the school day, it must be sent to the Academy office with specific instructions for administering. No medication can be provided by NorthSide Baptist Academy.

23. LOCKERS

Lockers will be assigned to all students in grades 1–12. Students are to use only the locker assigned to them and may not share a locker with another student. Stickers, pictures, slogans, etc. may not be placed on the outside of lockers. Excessive use of these items in a locker that causes it to look messy is not allowed. These items may be requested to be removed at the discretion of the administration. Lockers may be inspected at the discretion of the administration.

24. LUNCH

- Lunch menus can be found on MySchoolWorx.
- All lunch requests must be made by the Friday before the week a student is wanting to eat lunch. Students who do not order on time will be charged double for a same day request.
- Meal invoices are sent out at the end of the week and are due by the date listed on the invoice. Students will not be charged if they are not present to eat a meal.
- Students' 4th grade and below will not have access to microwaves. Students in these grades will need to either purchase hot lunch or bring a lunch that does not require heating. Students in the 5th – 12th grades may utilize the microwaves at their own risk.
- Please do not send/bring soda for K3 – 6th grade students.
- Deliveries from local food vendors are not allowed. Parents are invited to join their children for lunch at any time. Other guests must secure permission through the Academy office. To ensure student safety, all guests must sign in/out through the Academy office.
- Parents should be careful to not send extremely surgery items such as soda/coke for students' lunch or snack.
- Students who do not bring a lunch and do not order lunch will be served a hot lunch and will be charged double the lunch cost.
 - Meal Plan Costs:
 - Snack \$1.50
 - Lunch \$4.00

25. OPEN HOUSE AND PARENT-TEACHER FELLOWSHIPS

Upon registration, parents agree to support NSBA. This includes attendance at all PTF meetings. The first PTF meeting will be the Open House Day, which is held the Friday before the first day of school. This orientation meeting is very important as essential information and materials will be given out. Parents will be introduced to the faculty and will be given a presentation in the classroom of their children.

Other PTF meetings will be held regularly throughout the year to enable parents to follow the progress and development of their children.

26. PARENT-TEACHER COMMUNICATION

It is often necessary for the parent/guardian and the teacher to meet to discuss certain

situations. Individual teachers may be contacted directly, or they may be reached through the Academy office. If a meeting with several teachers is desired, the Academy office will work with the parent/guardian and the teachers that are involved to determine a time for the meeting. Any situation that is not adequately addressed through a parent/teacher conference should be referred to the administration.

27. REPORT CARDS

Report cards are issued at the end of each nine-week grading period. Parents and students can monitor students' daily progress through *MySchoolWorx*, the online communication program utilized by the Academy.

Report cards are to be signed electronically through MySchoolWorx. NSBA will not print paper copies to be sent home. Families are welcome to download and print a copy of the report for their personal files.

28. TELEPHONE/ELECTRONIC DEVICES

A “personal communication device” (PCD) such as a cell phone, is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

A personal electronic device is a device that can be used as a camera, a recorder, a player, smart watches, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include but are not limited to cell phones, CD players, iPods, MP3 players, netbooks, laptops, or tablet computers (e.g. iPad, Kindle, etc.).

Electronic devices are not permitted at school. Cell phones are to be left at home with parents.

If a circumstance arises that requires a student to bring a cell phone to school, a parent must contact the school office to let them know of the need and the student must leave the cell phone in the lockbox at the school office. Students will be able to retrieve their cell phone at the end of the day when leaving school.

Examples of special circumstances would be if a student is driving themselves to and from school, or if they are going home with someone other than their parent.

If a student is found with a cell phone, he will receive an immediate suspension.

29. UP-TO-DATE INFORMATION

Families should inform the office promptly of any change of address or telephone number.

30. WHEN PROBLEMS OCCUR

Teachers are the authority in the classroom. Parents should always uphold the authority of the teacher in their student's life no matter the situation. If there is a question/concern about any situation in the classroom, you may submit an inquiry via email to the school office at info@northsidebaptistacademy.org. Administration will investigate the situation and give a response.

Please allow a minimum of 24 hours to receive a response on such an inquiry. If a mark/tally was given in error, administration will direct how/when the correction will be made.

31. VISITORS

All visitors to the campus must check in at the Academy office upon arrival. Visits will be confined to the office area unless otherwise approved by the administration. Any student request to visit classes must be approved through the office at least one day in advance. All visiting students must honor the Academy dress code and must secure a visitor's pass before attending classes.

32. CHANGES

NSBA reserves the right to make any changes, additions, or deletions from this handbook as situations arise that would warrant such changes.